



VSA Emergency Action Plan

For use by coaches and team personnel.
To be displayed in soccer shed and headquarters for all events.

Member Association Name: _____

Association Emergency Contact Person: _____ Cell: _____

Physical Address of Home Field Location: _____

Location of Nearest First Aid Supplies: _____

Location of Nearest Hospital: _____

In the event of an emergency or accident please follow these steps:

- 1) Ensure the referee STOPS the game or the coach STOPS practice immediately.
- 2) If the injury is serious or life threatening call 911 immediately.
Serious or life threatening symptoms include: Struggling or unable to breath, bleeding profusely, injury to back/neck/head, visible limb trauma, loss of feeling in any area of the body, unconsciousness, etc.
- 3) Obtain emergency assistance from qualified personnel (ex. first responders, first aiders, nurses, doctors).
- 4) Ensure proper Personal Protective Equipment is used (gloves, masks, etc.).
- 5) Assign a person to secure the area from any further dangers.
- 6) Assign one of the team personnel to contact the parent/guardian of the injured person. If the injured person is an adult and if they can communicate, ask who they would like contacted.
- 7) In the case of a non-serious injury, continually assess the injury and the person. If the person can move unassisted, escort them off the playing surface to a safe recovery position. Proceed with steps 3-6.
- 8) The injured person may only return to activity after a minor injury if there is no swelling, bleeding, deformity, reduced range of motion or pain when using the injured part, and if blood has been removed from their uniform.
- 9) All injuries must be reported on the VSA ACCIDENT REPORT FORM and your association contact person must be notified. This form can be found on the [VSA website under Polices and Forms](#).

When Calling 911:

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number), and
- c. Your name and phone number from which you are calling.
 - Do not move victim unless absolutely necessary.
 - Call personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help.



Event Emergency Information and Action Plan

(To be posted on colour paper at Headquarters)

Event Association Name: _____

Event Emergency Contact Person: _____ Cell: _____

Association Emergency Contact Person: _____ Cell: _____

VSA Event Contact Person(s): _____ Cell: _____

_____ Cell: _____

Physical Address of Field Location: _____

Location of Nearest First Aid Supplies: _____

Location of Nearest Hospital: _____

LOCATION OF ONSITE TREATMENT: Headquarters (or indicate other location): _____

Contact Information for On-Site Trained Personnel:

Name: _____ Education (Nurse, Dr., First Aider, etc.): _____ Cell: _____

Additional Emergency Contact Information:

Hospital: _____ Emergency Clinic: _____

Police: _____ Fire: _____

Sask Power: _____ Sask Energy (Gas): _____

Poison Control: 1-866-454-1212 Health Hotline: 1-877-800-0002

Municipal Worker, Foreman or City Contact (name and phone number):

Additional Contact(s) (name and phone number):



Event Emergency Information and Action Plan

(To be posted on colour paper at Headquarters)

Headquarter Volunteer - Training Checklist:

- Volunteers informed of Emergency Action Plan and where it is posted.
- Volunteers are aware of who the event contact person is.
- Volunteers are aware of who the host association contact person is.
- Volunteers are aware of who the VSA contact person is.
- Volunteers are aware of how to respond in an emergency as outlined below.
- Headquarters must be staffed for the duration of the event and during game times.

Headquarter Volunteer - Emergency Procedure:

Please complete these steps for your specific event. The VSA emergency action plan steps may be used as a template. These steps must include who calls 911, who contacts the event contact person, who contacts the VSA contact person and steps for responding to general emergencies.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)